



Strategic Plan Update
FY 2003 - FY 2007
for
Information Management
in the
Office of Science

Strategic Planning & Architecture
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301-903-4602

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IM Strategic Plan Overview

The Information Management (IM) Strategic Plan for the Department of Energy (DOE) Office of Science (SC) Headquarters (HQ) is an agreement between the Information Management and Technology Division (SC-65) and their customers. It identifies IM products and services planned for delivery over a 5-year period. The Plan is updated annually to help achieve the SC-65 goal to provide IM services that enable customers to perform their work more efficiently and effectively.

This year's update reflects several improvements in the planning process, which established a stronger connection between the needs of SC executive management and IM development, and common agreement that certain items are necessary to maintain the SC IM infrastructure. These changes are:

- Inclusion of additional business objective-related requirements as gathered from SC executive management through interviews with each Associate Director/Office Director (AD/OD).
- Designation of items necessary for maintaining the SC IM infrastructure as non-discretionary, as well as agreement from SC IM customer groups with these designations.
- Re-categorization of IM planning items, which are detailed in the IM Strategic Plan Narratives beginning on page 7 of this document: Infrastructure, Services, Corporate System Development, Legacy System Replacement/Enhancement, AD/OD Projects, and SC-65 Projects.
- Prioritization of discretionary planning items by the SC Executive Steering Committee (ESC), with input from each of the SC IM user groups (Organizational Administrator's, Customer Information Advisory Group, and IM Board), SC Operations Offices, and SC-65.

The Plan includes the top items as prioritized by the ESC that are planned for completion from fiscal year (FY) 2003 through 2007, assuming anticipated budgets of \$7.1 million for FY 2003 and \$8 million each for fiscal years 2004 through 2007. Items in the Infrastructure, Services, and SC-65 Projects categories are guaranteed for delivery in the years identified within these assumed budgets, because their costs are well defined. The items in the remaining categories are not guaranteed for delivery within the years identified because they are development efforts and their costs can only be estimated at this time. Each will require significant customer involvement during the year planned for delivery to detail scope and requirements, only after which costs can be well defined and a determination made as to whether sufficient funds are available. Items planned for FY 2008 and beyond are listed in the Post Five Year IM Projects section of this document beginning on page 37.

External factors that may cause changes to the Strategic and related Operating plans include:

- Initiatives that may result from DOE's current planning for E-Government.
- SC re-engineering efforts.
- Future interfaces between the Business Management Information System (BMIS)-Phoenix and the Financial Management Information System (FMIS).
- Future interfaces between items in this Plan and the Portfolio Management Environment (PME) project.
- Initiatives by the DOE Chief Information Officer (CIO) to consolidate IM services across DOE.

This Plan update was accomplished with the help of a team of SC-65 representatives from Project Management (PM), Strategic Planning and Architecture (SPA), System Development (SD), System Engineering (SE), Application, Integration, and Management (AIM), and Production (PROD). Others in SC-65 contributed as well. Team members included:

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The updated Plan is the sole basis for the development of the FY 2003 IM Operating Plan. Requirements, scope, schedules, and delivery plans continue to be refined in collaboration with customers throughout FY 2003 to help ensure that products and services are delivered effectively and accomplish their intended purpose.

IM Strategic Plan Overview

The IM Strategic Plan is organized into the following sections.

IM Strategic Plan Schedule	Provides a target schedule for the delivery of IM products and services.
IM Strategic Plan 5-Year Cost Estimate	Provides breakdown of projects by fiscal year and estimated cost, assuming anticipated budgets of \$7.1 million for FY 2003 and \$8 million each for fiscal years 2004 through 2007.
IM Strategic Plan Narratives	<p>Provides a description of each line item in the schedule:</p> <ul style="list-style-type: none">• Infrastructure Projects: Items that are needed to maintain the SC HQ IM infrastructure and keep it current, and comply with Federal regulations. These items have been agreed to as nondiscretionary by the SC IM customer groups.• IM Services: IM services provided to customers.• Corporate System Development: New corporate development planned in support of SC HQ business activities (as defined by the SC HQ Business Model).• Legacy Systems Enhancements/Replacements: Projects to replace or enhance legacy systems because they have a high risk of downtime, increased maintenance costs, or failure, and because they were given high priority by the ESC.• AD/OD Projects: IM projects recommended by AD/ODs during interviews with SC-65 that are not covered elsewhere in the Plan.• SC-65 Projects: IM projects recommended by SC-65 to improve IM support to customers.
Post Five Year Plan IM Projects	Lists items that are planned for FY 2008 and beyond.
Corporate System Development Dependencies	Provides a diagram illustrating the dependencies between corporate system development projects.
Legacy System to New Application Relationships	Provides the relationships between the implementation of corporate system development and the resulting retirement, replacement, or enhancement of legacy systems that are not planned until FY 2008 and beyond.

Preparation of this document was coordinated by the Office of Science's Strategic Planning and Architecture team. Questions can be addressed to: Ted Griffin, SC-65, Phone: (301) 903-4602.

IM Strategic Plan Schedule

	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Infrastructure	<div><div><div>.NET Research</div><div>SQL 2000</div><div>SMS 2003</div><div>Performance Monitoring</div><div>Scheduler Upgrade</div><div>MS Exchange</div><div>Active Directory</div></div><div>Operations and Maintenance</div><div>Maintains and operates the IM Infrastructure that includes over 40 servers. Operations and Maintenance projects are displayed in the fiscal years for which they are planned.</div></div>				
	<div>Systems Maintenance and Support</div> <div>Maintains approximately 30 legacy systems.</div>				
	<div>Hardware Maintenance</div> <div>Maintains all standard workstations, printers, fax machines, and scanners provided to approximately 400 customers.</div>				
	<div>Standard Suite of Software</div> <div>Maintains and provides licenses for nearly 60 software packages.</div>				
	<div>IM Implementation</div> <div>Provides for budget execution, contract management, project and service oversight, configuration management, tools, etc.</div>				
	<div>IM Planning</div> <div>Provides for IM Strategic and Operating Plans, IM Board and CIAG meetings and coordination, customer communications, service level descriptions, performance measures, etc.</div>				
	<div>Cyber Security</div> <div>Provides for development and implementation of SC HQ Computer Security Protection Plan.</div>				
	<div>Workstation Refresh</div> <div>Provides for a refresh (normally 33%) of the standard workstation given to all customers.</div>				
	<div><div><div>Office XP</div><div>EIM</div><div>WordPerfect 10.0</div><div>Gigabit Ethernet</div><div>Remote Access</div></div><div>Infrastructure Upgrades</div><div>Provides for infrastructure upgrades to (1) accommodate the provision of new services, new applications and other new requirements, and (2) comply with Federal Regulations and any other external driver. Infrastructure Upgrade projects are displayed in the fiscal year in which they are planned.</div></div>				
	<div>Disaster Recovery</div> <div>Develops, implements, and maintains a plan in the event the SC HQ infrastructure sustains a disaster.</div>				
Services	<div>Support Center</div> <div>Provides "helpdesk" services for all IM services provided. Currently, the service handles 1000 calls a month.</div>				
	<div>Desk-side Support</div> <div>Provides "hands-on" problem resolution at the customer workstation for all IM services provided. Currently, the service handles 500 visits a month.</div>				
	<div>Hardware and Software Acquisition</div> <div>Provides funding, review and acquisition in support of (1) ad hoc customer requests for hardware and software not provided as part of the standard suite of software, and (2) hardware replacement parts when workstations breakdown.</div>				
	<div>Videoconferencing</div> <div>Provides videoconferencing support (maintenance and call set-up) to H207, G258, G436, E243, and 7B058.</div>				

IM Strategic Plan Schedule

	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Corporate System Development	<div>EWM 1.2</div> <div>Track Grants and Proposals</div> <div>EWM 2.0</div> <div>Review and Select Grants and Proposals</div>	<div>Budget Execution 1.0</div> <div>Manage Budget Execution</div>	<div>EWM 3.0</div> <div>Receive, Distribute, and Review Proposals</div> <div>Mail Merge</div> <div>Automate Reviewer Letters</div> <div>Support Services 1.0</div> <div>Query IMSC</div>	<div>Support Services 1.1</div> <div>Manage Concurrences</div> <div>EWM 3.1</div> <div>Track SC-Funded Work</div>	No Corporate System Development projects planned for this fiscal year
Legacy Replacement/Enhancements	No Legacy Replacement/Enhancement projects planned for this fiscal year	<div>FMIS</div> <div>Replace or enhance SC's Financial Management Information System</div>	<div>SBIR & STTR</div> <div>Replace or enhance SBIR & STTR support certain grant application and award processes.</div>	No Legacy Replacement/Enhancement projects planned for this fiscal year	<div>PATS & IPA</div> <div>Replace or enhance PATS and IPA which track personnel actions and interagency personnel act (IPA) funding</div>
AD/OD Projects	<div>Calendar & Scheduling</div> <div>Replace Daytimer System</div> <div>Electronic Proposals</div> <div>Provide a temporary, automated approach for SC HQ electronic proposal processing</div>	No AD/OD projects planned for this fiscal year	No AD/OD projects planned for this fiscal year	No AD/OD projects planned for this fiscal year	<div>SC Homepage Support</div> <div>Implement a standard "look and feel" to the SC Program Office web pages</div> <div>Electronic Access to Research</div> <div>Provide full electronic access and analysis of research project data</div>
SC-65 Projects	No SC-65 projects planned for this fiscal year	No SC-65 projects planned for this fiscal year	No SC-65 projects planned for this fiscal year	<div>Performance Measures</div> <div>Develop network performance standards and processes</div>	No SC-65 projects planned for this fiscal year

Note: Items in the Infrastructure, Services, and SC-65 Projects categories are guaranteed for delivery in the years identified within these assumed budgets because their costs are well defined. The items in the remaining categories are not guaranteed for delivery within the years identified, because they are development efforts and their costs can only be estimated at this time. Each will require significant customer involvement during the year planned for delivery to detail scope and requirements, only after which costs can be well defined and a determination made as to whether sufficient funds are available.

SC HQ Fiscal Year 2003-2007

IM Strategic Plan 5-Year Cost Estimates

IM Requirement	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Infrastructure	\$5469	\$5469	\$5469	\$5469	\$5469
Operations and Maintenance Also includes: - SQL Server Update - Active Directory and Windows 2000 Server Update - Performance Monitoring Tool Update - Microsoft Exchange 2000 Update - Scheduler Box Update - MS.NET Research and Feasibility Assessment - SMS 2003 Update					
Systems Maintenance and Support					
Hardware Maintenance					
Standard Suite of Software					
IM Implementation					
IM Planning					
Cyber Security					
Workstation Refresh					
Infrastructure Updates: - Remote Access (Rollover) - Electronic Information Management (Rollover) - WordPerfect 10.0 (Rollover) - Office XP (Rollover) - Gigabit Ethernet					
Disaster Recovery					
Services					
Support Center	\$568	\$568	\$568	\$568	\$568
Desk-side Support	\$291	\$291	\$291	\$291	\$291
Hardware/Software Review and Acquisition	\$45	\$45	\$45	\$45	\$45
Videoconferencing	\$45	\$45	\$45	\$45	\$45
Corporate System Development					
Budget Execution 1.0		\$250-750			
Execution Work Management 1.2	\$250-750				
Execution Work Management 2.0	\$250-750				
Execution Work Management 3.0			\$250-750		
Mail Merge			<\$250		
Support Services 1.1				\$250-750	
Execution Work Management 3.1				\$250-750	
Support Services 1.0 (Query and Reporting)			<\$250		

SC HQ Fiscal Year 2003-2007

IM Strategic Plan 5-Year Cost Estimates

IM Requirement	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Legacy System Enhancements/Replacements					
PATS and IPA					\$250-750
FMIS		\$250-750			
SBIR/STTR			\$250-750		
AD/OD Projects					
Calendar and Scheduling	<\$250				
Electronic Proposals	<\$250				
SC Homepage Support					\$250-750
Electronic Access to Research Project Data					\$250-750
SC-65 Projects					
Performance Measures and Process Engineering				<\$250	
Anticipated Budget (millions)	\$7.1	\$8.0	\$8.0	\$8.0	\$8.0

These estimates do not consider inflation or increasing information management costs. Costs are approximate for purposes of strategic planning. Actual costs are defined in the annual IM Operating Plan.

Infrastructure

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IM Strategic Plan Narratives

Operations and Maintenance

Maintains and operates the IM infrastructure that includes over 40 servers. This also includes the following projects:

- **SQL Server Update:** Implements an updated, standard database server platform for all SC systems. This project includes ensuring that legacy systems work with the updated platform.
- **Active Directory and Windows 2000 Server Update:** Implements updated directory services for SC that are also engineered to provide compatibility with an Active Directory implementation by the CIO at a later date. Features to be provided include single sign on, increased security, and updated collaboration facilities. The move to Active Directory requires all servers to be Windows 2000 Server.
- **Performance Monitoring Tool Update:** Provides the ability to monitor the performance of all systems on the SC network. Allows baselining the performance of systems, servers, and the background infrastructure in order to compare and analyze fixes, updates, and enhancements. This saves time and costs in troubleshooting network issues that affect the user.
- **Microsoft Exchange 2000 Update:** Updates SC Microsoft Exchange servers (the servers that handle email) to the current version.
- **Scheduler Box Update:** Updates the Schedule Box server, which runs all overnight processing.
- **MS.NET Research and Feasibility Assessment:** Evaluates the MS.NET framework as it comes out, and standardizes the position on when and why to migrate. A successful research project here provides an adoption and migration plan for new technology or a position that identifies the SC path for implementation when the technology becomes more mature or provides more value to the SC user and organization.
- **SMS 2003 Update:** Updates Microsoft's Systems Management Server (SMS). SMS helps manage software update deployments on all user workstations. Functionality has been vastly improved and this version supports extended utilities and interaction with and for Active Directory.

Systems Maintenance and Support

Maintains approximately 30 legacy systems resulting in 36 enhancements per week on average.

Hardware Maintenance

Maintains all standard workstations, printers, fax machines, and scanners provided to our 400 customers.

Standard Suite of Software

Maintains and provides licenses for more than 60 software packages comprising the standard suite of software provided to all customers.

IM Implementation

Provides for budget execution, contract management, project and service oversight, configuration management, tools, etc.

IM Planning

Provides for IM Strategic and Operating Plans, IM Board and CIAG meetings and coordination, customer communications, service level descriptions, performance measures, etc.

Cyber Security

Provides for the development and implementation of the SC HQ Computer Security Protection Plan (CSPP):

- Maintain and implement the SC CSPP to mitigate all areas identified in both the internal and external risk assessments conducted by SC, Office of Inspector General (IG), and the DOE CIO.
- Improve network monitoring capability by deploying and operating host based intrusion detection that monitors events logs.

IM Strategic Plan Narratives

- Maintain and operate antivirus software.
- Implement and operate software that monitors and deploys host for NT security policies.
- Implement and operate software that monitors and maintains web service security.
- Implement and operate software that monitors and maintains SQL database security.
- Upgrade Password Policy Enforcer software.
- Deploy and operate email auditing software and Exchange antivirus software.
- Maintain and operate cyber security policies associated with disaster recovery solutions (including routine practice drills).
- Develop and institute policies that define end user responsibilities relative to remote access, IM assets, data ownership, and personal digital assistant (PDA) security.
- Evaluate and deploy PDA security technology.
- Maintain and operate network vulnerability scanning software. Includes routine scanning of network and evaluation and response to scan results.
- Evaluate and upgrade configuration management/auditing software in accordance with DOE cyber security directives.

Workstation Refresh

Provides for a refresh (normally 33 percent) of the standard workstation given to all customers.

Infrastructure Upgrades

Provides for infrastructure upgrades to (1) accommodate the provision of new services, new applications, and other new requirements, and (2) comply with Federal regulations, the DOE CIO, and any other external drivers. Upgrade projects planned for FY 2003 include:

- **Remote Access (Rollover):** Upgrades the current remote access solution. Security requirements and the increased need for connectivity require this upgrade.
- **Electronic Information Management (Rollover):** Upgrades the technology infrastructure to support the needs of Electronic Information Management. This includes improved data storage, software for electronic information management, document management, and workflow.
- **WordPerfect 10.0 (Rollover):** Upgrades WordPerfect 6.1 to WordPerfect 10.0 for users who are required to interface with organizations using WordPerfect.
- **Office XP (Rollover):** Upgrades the Microsoft Office Suite (Excel, PowerPoint, Word, etc.) from Office 2000 to Office XP. This also allows document management functions of the Electronic Information Management (EIM) project to be accessed through the Microsoft Office Suite.
- **Gigabit Ethernet:** Upgrades the SC network backbone from ATM to Gigabit Ethernet. Replaces current legacy backbone, provides more speed and reliability to users, and conforms to DOE CIO initiatives.

Disaster Recovery

Develops, implements, and maintains a plan in the event the SC HQ infrastructure sustains a disaster.

Services

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IM Strategic Plan Narratives

Support Center

Provides helpdesk services for all information management services provided. Currently, this service handles over 1,000 calls per month.

Desk-side Support

Provides hands-on problem resolution at the customer workstation for all information management services provided. Currently, this service handles over 500 visits per month.

Hardware/Software Review and Acquisition

Provides for the funding, review, and acquisition in support of (1) ad-hoc customer requests for hardware and software not provided as part of the standard workstation or standard suite of software, (2) ad-hoc customer requests for small support efforts, such as development of a macro, and (3) hardware replacement components when workstations break down.

Videoconferencing

Provides videoconferencing support (maintenance and call setup) to videoconferencing rooms H207, G258, G436, E243, and 7B058.

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Corporate System Development

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IM Strategic Plan Narratives

Budget Execution Package

Version 1.0

Description

Supports the SC HQ budget execution process by maintaining budget summary information and linkage to budget formulation information where associations are relevant. Also provides capabilities that support the SC HQ budget execution decision-making process. The Joint Application Development/Rapid Application development (i.e., JAD/RAD) participants for this development effort will determine whether and how this version should be phased.

Capability	Description
Manage execution appeals	Record revised funding amounts related to the appeal and associated justification reasons (i.e., narrative appeal).
Manage to budget constraints	View deltas between control numbers and sums of budget amounts while modifying the latter.
Record program budget execution	Develop schedules for executing program budgets, preparing AFPs, preparing other work authorizations, performing reconciliation's, and preparing appeals.
Record guidance	Record programmatic decisions and financial controls resulting from programmatic oversight.
Multi-task Budget Input	Allow program offices to split worksheets for updating by multiple sources.
Manage formulation appeals	Record revised funding amounts related to the appeal and associated justification reasons (i.e., narrative appeal).
Prepare budget justifications	Enter justification narrative associated with budget amounts.

Prerequisites

- Execution Work Management Package 1.2
- Execution Work Management Package 2.0.

Dependents

- Program Direction Package 1.0

Related Business Activities

- Collect Budget Input
- Determine Funding Targets
- Justify Funding Distributions
- Prepare Budget Request
- Resolve Competing Programmatic Priorities

Associated Legacy Systems

- DOE-ES&HMP – Environmental Safety and Health (ES&H) Management & Infrastructure Plan
- DOE-FDS – Funds Distribution System
- DOE-FINWAREHOUSE – Financial Data Warehouse
- SC222RWBUDGET – HEPBUD

Associated Legacy Systems, continued

- FMIS – Financial Management Information System
- SC222HEPBUDGET – High Energy Physics Budget History
- SC224HEPWAT – HEP Wash. Admin. Technology R&D Subprogram Plan 1997
- SC22UPROG\$ – SC-222 University Program Funding
- SC31AMISCFORM – ER31 \ BUDGET \ MICS \ AMICFORM
- SC32LTRBUDGET – Laboratory Technology Research (LTR) Program Project
- SC52BUDGET – SC-52 Budget System
- SC63BUDGET – SC-63 Budget Spreadsheets
- SC70BUDGET – BER Budget Spreadsheet
- SC72CORE – CORE.XL
- SC74ESDBUDGET – Environment Sciences Division (ESD) Budget Tables
- SC8CONTRACT – SC-8 Contractor Expenditure Tracking System
- SC222RW BUDGETPLN – Budget Spreadsheet for High Energy Physics
- SC55BUDGET – Fusion Budget Summary

IM Strategic Plan Narratives

Execution Work Management Package

Version 1.2

Description

Supports the SC HQ grants and Field Work Proposals (FWP) processes by organizing and tracking information about grants, proposals, and abstracts.

Capability	Description
Manages AFP processing for Grants	For grants only, record the submission of and maintain information on recommendations for approval for new supplemental lab projects and new, renewal, continuation, or supplemental grants, cooperative agreements, interagency agreements, and contracts.
Provide electronic forms	Provide format and forms necessary for submission of proposals in electronic format, including via a WEB site.
Control access for FWPs	Manage access to recommendation capability to specific program manager and program assistant personnel in SC program offices.
Provide analytical reporting for FWPs	Provide cross cut, summary, and other reporting capabilities.
Record abstract Information for FWPs	Collect key information on proposal: scope, work approach, cost, exceptions to solicitation.
Record Proposal changes for FWPs	Record times, originator, and other information on amendments, modifications, cancellation, and other events.
Acknowledge receipt for FWPs	Acknowledge receipt to sending institution or person. Acknowledgment information (date, time, applicable program area, project, etc.) included. Enable electronic acknowledgement.
Manages AFP processing for FWPs	Record the submission of and maintains information on recommendations for approval for new or supplemental lab projects and new, renewal, continuation, or supplemental grants, cooperative agreements, interagency agreements, and contracts.
Produce tabular Attachments for FWPs	Generate attachments to program letters detailing the AFP, for labs and operations offices.

Prerequisites

- None

Dependents

- Budget Execution Package 1.0
- Program Direction Package 1.0
- Execution Work Management Package 2.0
- Execution Work Management Package 3.0
- Execution Work Management Package 3.1

Related Business Activities

- Issue Solicitation
- Receive Proposal (FWPs)
- Authorize Work (FWPs)
- Award Work (FWPs)

Associated Legacy Systems

- ERA – Electronic Research Administration
- SBIR – Small Business Innovation Research System
- SC131GRANT – 2001GRANTS.XLS
- SC142GRANT – SC-142 Geosciences Database Grants and Budget System
- SC14ALDBBUDGET – Chemical Sciences Dbase Budget
- SC22CASRPT – Contract Action Status Report
- SC22PRDIST – SC 22 Physics Research Distribution
- SC22UCIP – University Contract Information Program (UCIP)
- SC74GCDB – Grants and Contracts Database
- STTR – Small Business Technology Transfer System

IM Strategic Plan Narratives

Execution Work Management Package

Version 2.0

Description

Supports the SC HQ grants and Field Work Proposals (FWP) processes by organizing and tracking information about grants, proposals, and abstracts and by issuing and maintaining information on review and selection data based on grants and proposals.

Capability	Description
Record changes to work	Record changes to the baseline work information resulting from project/program oversight actions.
Record evaluation results	Collect reviewer's findings; relate to specific proposed or funded work. Enter evaluations for proposed or funded work
Record funded work	Maintain identification, description, performer, and other data about work that has been funded. Maintain baseline information set for the funded work.
Record reviewers	Record information on selected reviewers person id, area of expertise, etc.
Score competing proposed work	Compare scores from reviewers for proposed work against other comparable, competing proposed work, and/or predefined thresholds.

Prerequisites

- Execution Work Management Package 1.2

Dependents

- Execution Work Management Package 3.0
- Execution Work Management Package 3.1

Related Business Activities

- Receive Proposal (FWPs)
- Authorize Work (FWPs)
- Award Work (FWPs)
- Review Proposal
- Select Proposal

Associated Legacy Systems

- LAS – SC Laboratory Appraisal System
- RIMS – Research Information Management System

IM Strategic Plan Narratives

Execution Work Management Package

Version 3.0

Description

Supports the SC HQ grants and Field Work Proposals (FWP) processes by providing additional mechanisms for releasing and receiving proposals.

Capability	Description
Electronic Review	Facilitate electronic file transfer and review assignment for proposal/FWP review.
Enable electronic distribution	Communicate electronically with Commerce Business Daily and other publications for release of solicitations.
Receive Proposal	Provide multiple mechanisms for receiving proposals including electronic, WEB, EDI, and paper (hard copy).

Prerequisites

- Execution Work Management Package 1.2
- Execution Work Management Package 2.0

Dependents

- Execution Work Management Package 3.1

Related Business Activities

- Receive Proposal

Associated Legacy Systems

- LABELS – Label System
- SBIRMAIL – SBIR Mailing List
- SC22CongRepForm – Congressional Report Form

IM Strategic Plan Narratives

Mail Merge

Description

Supports the SC HQ grants and Field Work Proposal (FWP) processes by providing automated creation of grant and proposal reviewer letters.

Prerequisites

None

Dependents

None

Related Business Activities

Review Proposal

IM Strategic Plan Narratives

Support Services Package

Version 1.1

Description

Supports SC HQ support service responsibilities by managing SC's concurrence process and procedures.

Capability	Description
Control changes	Control authorization of SC employees to enter and update procedure information. Record update information (time, originator, etc.) for audit trail purposes.
Determine concurrence routing	Provide for ad hoc concurrence routes.
Provide electronic signature	Attach digital/electronic signature blocks within the routing chain. Record and maintain authority levels for different types of information.
Store procedure description	Store procedure description (e.g., definition of each step, the role and responsibility for performing the step, and the previous and next step in the process chain). Administrative (e.g. travel), program (e.g. grant processing), and financial (e.g. procurement) procedures are included.
Store procedure profile information	Store profile information (identifier, source, authority, effective time) for each procedure. Maintain a catalog of SC procedures.
Track concurrence status	Record status as item is processed along the concurrence chain.
Track version number	Maintain sequential number reflecting version of item subject to concurrence.

Prerequisites

- Support Services Package 1.0

Dependents

- Support Services Package 2.0
- Support Services Package 3.0

Related Business Activities

- Manage the Concurrence Process
- Set Operational Guidelines
- Manage Document Preparation and Distribution
- Manage Records

Associated Legacy Systems

- ACTION – Action Tracker for ER-621
- KEYWORD – Keyword System
- ROUTSLIP – Routing Cover Memo
- SAM – System for Action Management

IM Strategic Plan Narratives

Execution Work Management Package

Version 3.1

Description

Supports the SC HQ grants and FWP processes by tracking progress of SC funded work.

Capability	Description
Final Report Approval	Provide the ability to receive, record, and designate approval or disapproval of final reports submitted by institutions.
Issue Initiation	Provide the ability to create and track issues associated with a progress report.
Oversight Actions	Provide the ability to create, record, and track oversight actions.
Progress Reports	Receive and record progress for SC funded work.

Prerequisites

- Execution Work Management Package 1.2
- Execution Work Management Package 2.0
- Execution Work Management Package 3.0

Dependents

- None

Related Business Activities

- Oversee Work

IM Strategic Plan Narratives

Support Services (Query and Reporting)

Version 1.0

Description

Provides users with the ability to construct and execute ad hoc and canned queries and reports against corporate systems.

Capability	Description
Query	Provides users with the capability to construct and execute queries against SC information systems. This includes the ability to perform ad hoc and canned queries.
Report	Provide users with the ability to construct and execute reports. This involves providing the capability to develop ad hoc reports and execute pre-existing reports provided by the IM team.

Prerequisites

None

Dependents

- Support Services Package 1.1
- Support Services Package 2.0
- Support Services Package 3.0

Related Business Activities

- Supports all business activities

Legacy System Enhancements/Replacements

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IM Strategic Plan Narratives

The following projects replace or enhance legacy systems, because they have a high risk of downtime, increased maintenance costs, or failure; and because they were given high priority by the ESC.

Personnel Action Tracking System and Interagency Personnel Act Funding System (PATs and IPA)

Enhances or replaces PATs, which is used to track personnel actions and personnel descriptions.

Enhances or replaces IPA, which is used by Administrative Officers to track active Interagency Personnel Act (IPA) funding on a monthly basis throughout the fiscal year.

Financial Management Information System (FMIS)

Enhances or replaces FMIS, which enables the entry and tracking of financial management data and information in an efficient manner to fulfill SC's budget formulation and execution responsibilities and aid in management of SC programs. FMIS also provides a suite of tools that access background corporate data for data manipulation and presentation.

Small Business Innovation Research System and Small Business Technology Transfer System (SBIR and STTR)

Enhances or replaces SBIR/STTR, which supports the Small Business Innovation Research grant application and award process. Prepares standardized correspondence and assists in the SBIR application, review, and award process by providing automated tools and techniques. SBIR/STTR supports grant procurements for two mandated programs.

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AD/OD Projects

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IM Strategic Plan Narratives

The following IM projects resulted from SC-65 interviews with Associate Directors/Office Directors (AD/ODs).

Calendar and Scheduling

Rolls out the Calendar and Scheduling system that replaces the Daytimer System currently used by the SC front office. This is currently 90 percent complete.

Electronic Proposals

Facilitates a unified SC HQ approach to the processing of electronic proposals received via IIPS and implements automation to support that approach. This also includes a requirement for standard header information to be included with the submission of all electronic proposals.

SC Homepage Support

Implements a standard look and feel to the SC program office web pages and reviews the potential for a single maintenance/update process for the entire Office of Science.

Electronic Access to Research Project Data

Provides full electronic access to research project data (cradle to grave) that includes a data-mining tool to get at this data and a data visualization characterization tool to graphically represent the data.

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SC-65 Projects

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IM Strategic Plan Narratives

The following project is recommended by SC-65 to improve IM support.

Performance Measures and Process Engineering

Increases network speeds for users through better planning of network performance. Identifies network performance standards and develops the processes needed to monitor and maintain those standards.

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Post 5-Year Plan IM Projects

Prioritized Post-Five Year IM Requirements

Based on ESC prioritization and anticipated budgets, some IM requirements are planned for FY 2008 and beyond. These requirements and their respective IM categories are listed below in the priority given by the ESC. The following section of the Plan contains descriptions of these IM requirements.

IM Requirement	IM Category
Local Data Backup	Services
Hardware Loaner Pool	Services
SC-1 Homepage Support	Services
Intranet 2.0	Corporate System Development
SC Electronic Mail Address Augmentation	AD/OD Projects
Microsoft Corporate Update	SC-65 Projects
Management 1.0	Corporate System Development
Management 2.0	Corporate System Development
Program Direction 1.0	Corporate System Development
Videoconference Room Upgrade	AD/OD Projects
Intranet 3.0	Corporate System Development
Support Services 2.0	Corporate System Development
Reference 1.1	Corporate System Development
Management 3.0	Corporate System Development
RIMS	Legacy System Enhancements/Replacements
Enhanced Electronic Communications Tools	AD/OD Projects
Laptop Wireless Capability	AD/OD Projects
Network Baseline and Inventory Control Tool	SC-65 Projects
Load Testing Tool	SC-65 Projects
Requirements Management Tool	SC-65 Projects
Human Resources 1.0	Corporate System Development
Lab Appraisal System	Legacy System Enhancements/Replacements
Flexi-place Support	Services
Management 4.0	Corporate System Development
Human Resources 2.0	Corporate System Development
Offline/Near-line Storage	SC-65 Projects
Reference 2.0	Corporate System Development
Electronic Access To Institutional Plan Data	AD/OD Projects
Support Services 3.0	Corporate System Development
Science And Technology Search Capability	AD/OD Projects
Work For Others System	AD/OD Projects

Post 5-Year Plan IM Projects

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Post 5-Year Plan IM Projects – Services

Local Data Backup

Provides backup and recovery services to all customers for data stored locally on standard workstations.

Hardware Loaner Pool

Provides and manages a loaner pool that includes PDAs, laptops, mobile phones, pagers, LCD projectors, and an Ethernet hub. Provides for associated recurring charges and a limited refresh. Currently, this service handles over 60 requests per month.

SC-1 Homepage Support

Provides update and maintenance support to the SC-1 homepage.

Flexi-place Support

Provides a flexi-place configured workstation, associated maintenance, and on-site support for flexi-place customers. Currently, this service supports seven customers.

Post 5-Year Plan IM Projects – Services

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Post 5-Year Plan IM Projects – Corporate System Development

Human Resources Package

Version 1.0

Description

Supports SC HQ management of human resources by maintaining information on SC-related committees and SC sponsored awards. (These capabilities are currently not provided by CHRIS.)

Capability	Description
Record recipient information	Maintain basic identification information on award recipients (e.g. name, nationality, award time, etc.).
Record SC non-scientific award description	Maintain information that describes each non-scientific award that is sponsored by SC: name, type (monetary, non monetary), purpose, frequency, constraints, etc.
Record SC scientific award description information	Maintain information that describes each scientific award that is sponsored by SC: name, type (monetary, non monetary), purpose, frequency, constraints, etc.
Record and maintain committee information	Maintain information about SC-related committees, including the name, type of committee, charter (text), organizing authority, dates, etc. Includes advisory committees.
Record committee membership	Maintain information on committee membership (SC employees and other persons) and roles.

Prerequisites

- Management Package 1.0
- Management Package 2.0
- Management Package 3.0
- Management Package 4.0
- Reference Package 1.1
- Reference Package 2.0
- Support Services Package 1.0
- Support Services Package 1.1
- Support Services Package 2.0

Dependents

- Human Resources Package 2.0

Related Business Activities

- Contribute to DOE Initiatives
- Evaluate Goal Achievement
- Identify Opportunities for Research Programs
- Evaluate Staff

Post 5-Year Plan IM Projects – Corporate System Development

Human Resources Package

Version 2.0

Description

Supports SC HQ management of human resources by maintaining information on training classes, workforce impacts, and human resource actions. (These capabilities are currently not provided by CHRIS.)

Capability	Description
Determine workforce impacts	Quantify the impact to the composition and size of SC's workforce using what if analyses.
Maintain class information	Maintain information about specific classes including when and where the class is offered, the instructor, and class size and any special requirements.
Record external course information	Record references or abstracts about external training sources.
Track HR actions	Record activity information (dates, type of action) of human resources (HR) actions such as performance evaluation, training, IDP, retirement, etc. Issue tickler information for past or upcoming HR events.

Prerequisites

- Human Resources Package 1.0
- Management Package 1.0
- Management Package 2.0
- Management Package 3.0
- Management Package 4.0
- Reference Package 1.1
- Reference Package 2.0
- Support Services Package 1.0
- Support Services Package 1.1
- Support Services Package 2.0

Dependents

- None

Related Business Activities

- Fill Vacant Positions
- Investigate Accidents and Injuries to SC Employees
- Organize Training
- Develop Workforce Requirements
- Design SC's Organization

Associated Legacy Systems

- DOE-CHRIS – Corporate Human Resources Information System
- DOE-ETA – Energy Time and Attendance System
- DOE-INFO – DOE INFO
- DOE-PAYPERS – Payroll/Personnel System
- DOE-PAYS – Payroll
- IPA – Interagency Personnel Act (IPA) Funding System
- SC-PATS – SC Personnel Action Tracking System

Post 5-Year Plan IM Projects – Corporate System Development

Intranet Package

Version 2.0

Description

Will provide each user a personalized web-based portal (i.e., a window or view) of the SC corporate information needed to do his or her job. Also will provide for easy access across all SC locations to SC corporate information using a secure SC Intranet web interface. Intranet Package 2.0 will augment 1.0 with the capabilities listed below.

Capability	Description
Publishing Capability	Provide the ability to publish and subscribe to enterprise information.
News Channels	Provide links to pertinent news sources such as CNN scientific headlines, MSNBC, etc.
Workflow Capability	Provide enhanced workflow capabilities.
Projects Management	Provide the user with enhanced document / object / task management features.
Field Office Integration	Provide capabilities for field office access to specific business activities and enterprise information.
SC Support Center Applix Web Access	Enhance general IM management and communication.
Access Web-Enabled Applications	Provide access to web-enabled enterprise applications.
Solicitations	Provide access to current DOE SC solicitations.
Grants Application Policies	Provide access to DOE SC grant application policies
Video Streaming	Provide ability to host and access video
Organization Specific	Provide messaging related to organization specific information within an organization. Examples include the publishing of space planning services, office layouts.
Organization Charts	Provide access to organizational charts and general information.
Travel/Map/Transportation Services	Provides capability to access travel information.
Support Document Management	Provide access to enterprise document management functions.
Support Records Management	Provide access to future enterprise records management functions.
Access Web-Enabled Applications	Provide access to web-enabled enterprise employee phonebook.

Prerequisites

- None

Dependents

- Intranet Package 3.0

Related Business Activities

- Access to all business activities through infrastructure and access methodology.

Post 5-Year Plan IM Projects – Corporate System Development

Associated Legacy Applications

- DOE-ESS – DOE Employee Self Service
- DOE-HELPDESK – APPLIX Enterprise (Helpdesk)
- DOE-ONLINE LOCATOR – Callup
- DOE-OPENINFO – OpenInfo
- DOE-POPLIST – DOE Phone List (POPLIST)
- PHONE-SC – SC Phone Listing
- SC55HOMEPG – Office of Fusion Energy Science
- SC70CONTACT – Contact Database
- SC72HSRD – Human Subjects Research Database
- SC74HPAL – ESD Contact Management

Post 5-Year Plan IM Projects – Corporate System Development

Intranet Package

Version 3.0

Description

Intranet Package 3.0 will augment 2.0 with the capabilities listed below.

Capability	Description
Access Web-Enabled Applications	Provide access to web-enabled enterprise applications.
Peer Reviews	Provide the capability to remotely receive/submit electronic reviews of proposals and other information.
Project Management	Provide the enhanced capability to manage project information in folders that are embedded within the portal.
Synchronous Collaboration Applications	Provide capabilities to access electronic chat, white boarding, and electronic meeting technologies.

Prerequisites

- Intranet Package 2.0

Dependents

- None

Related Business Activities

- Access to all business activities through infrastructure and access methodology.

Associated Legacy Applications

- DOE-EDI – Electronic Data Interchange (EDI) Research Grant Proposal Project
- DOE-EIS – Executive Information System
- DOE-GISAFI – Government Information System Automated Field Input
- DOE-IMAP – Information Management Activity Planning 1997
- DOE-MARS – Management Analysis Reporting System
- DOE-R&D – DOE Research and Development (R&D) Tracking Database

Post 5-Year Plan IM Projects – Corporate System Development

Management Package

Version 1.0

Description

Supports the establishment of SC's research direction by recording information on scientific opportunities and programs.

Capability	Description
Record opportunities for scientific programs	Record basic information about scientific opportunities. Basic information includes source (e.g. reports of scientific progress), program area, and description of new scientific opportunities for SC programs.
Record proposed programs and research opps	Provide identifier (type, source, SC organizational unit, etc.) and description information (objectives, scope, anticipated results, schedule, etc.) about programs and scientific opportunities.

Prerequisites

- None

Dependents

- Human Resources Package 1.0
- Human Resources Package 2.0
- Management Package 2.0
- Management Package 3.0
- Management Package 4.0
- Reference Package 2.0
- Support Services Package 2.0
- Support Services Package 3.0

Related Business Activities

- Establish Strategic Plan
- Identify Opportunities for Research Programs

Post 5-Year Plan IM Projects – Corporate System Development

Management Package

Version 2.0

Description

Supports the management and response to queries submitted to SC HQ.

Capability	Description
Access position/opinions	Access position/opinion information on WEB sites, electronic files maintained by labs, institutions, etc. Search for opinion/position information based on keywords, times, source, and other criteria. Determine format of response Determine format of response based on request attributes. .
Determine responsible SC office/person	Determine responsible SC office /person based on key attributes of the information request.
Maintain SC opinion/position Information	Record SC opinion and position information by source, subject matter, date, and other criteria.
Provide processing status information	Provide information related to the status of an information request.
Record official responses to information requests	Record previous official responses to information requests and queries, including Congressional Q & A's.
Service information requests	Receive request and record basic information such as source, date, time, and subject area.

Prerequisites

- Management Package 1.0
- Support Services Package 1.0
- Support Services Package 1.1
- Support Services Package 2.0
- Reference Package 1.1
- Reference Package 2.0

Dependents

- Management Package 3.0
- Management Package 4.0
- Human Resources Package 1.0
- Human Resources Package 2.0

Related Business Activities

- Log Communications
- Respond to Queries
- Advocate SC

Post 5-Year Plan IM Projects – Corporate System Development

Management Package

Version 3.0

Description

Supports the establishment of SC's research direction by recording information on strategic goal achievement.

Capability	Description
Establish relationship scheme	Define and maintain scheme for linking lower level (tactical) goals to higher level (strategic) goals.
Import accounting data from CFO systems	Import actual obligations and costs from CFO systems.
Match CFO and SC funding	Compare CFO financial data against SC funding recommendation. Calculate discrepancies.
Record adjustments	Record adjusting entries (i.e. times, amounts, original entry).
Define performance measures	Record performance goals to define the level of performance to be achieved by a program activity; record the operational processes, skills, and technology, and the human, capital, information, or other resources required to meet the performance goals; record the basis for comparing actual program results with the established performance goals; and record the means to be used to verify and validate measured values. Maintain performance measures.
Record implementation goals	Collect information on SC's implementation plans, cooperative agreements, facility, and project plans.
Record performance metrics	Record specific metrics (e.g. number of sub tasks completed, amount of budget consumed, number of scientific articles published) to be used in establishing performance measurements. Relate metrics to goals. Maintain metrics and relationships.
Record status information	Record status information based on metrics for each goal. Monitor status information collection (e.g. provide tickler reports to highlight missing status information)
Record strategic goals	Maintain information on SC's strategic goals. Update the goal information.
Redistribute uncommitted balances	Calculate distribution of uncommitted balances using pre-defined or selected criteria. Track uncommitted balances. Calculate uncommitted balances.

Prerequisites

- Reference Package 1.1
- Reference Package 2.0
- Management Package 1.0
- Management Package 2.0
- Support Services Package 1.0
- Support Services Package 1.1
- Support Services Package 2.0

Associated Legacy Systems

- DOE-DISCAS – Departmental Integrated Standardized Core Accounting System

Dependents

- Management Package 4.0
- Human Resources Package 1.0
- Human Resources Package 2.0

Related Business Activities

- Evaluate Goal Achievement
- Define Performance Measures

Post 5-Year Plan IM Projects – Corporate System Development

Management Package

Version 4.0

Description

Supports the establishment of SC's research direction by maintaining information on outreach products, and providing for the performance of statistical analysis on them.

Capability	Description
Establish outreach profile information	Maintain profile information (e.g. purpose, target audience, effective dates, etc.) for each outreach product. Provide an electronic catalog of outreach products on DOE/SC home page.
Record outreach product indicators	Maintain outreach product indicator information: number of products distributed/used, number of recipients, customer survey, etc. Enable statistical analysis of outreach products (e.g., trending, population reached).

Prerequisites

- Management Package 1.0
- Management Package 2.0
- Management Package 3.0
- Support Services Package 1.0
- Support Services Package 1.1
- Support Services Package 2.0
- Reference Package 1.1
- Reference Package 2.0

Dependents

- Human Resources Package 1.0
- Human Resources Package 2.0

Related Business Activities

- Recognize Scientific Achievements
- Establish Strategic Plan
- Identify Opportunities for Research Programs
- Advocate SC
- Respond to Queries

Associated Legacy Systems

- EPIC – Energy Pollution Prevention Info Clearinghouse
- VMS – Visuals Management System

Post 5-Year Plan IM Projects – Corporate System Development

Program Direction

Version 1.0

Description

Supports the SC HQ program direction budget process by maintaining summary information to help manage day-to-day operations. The capabilities listed below will be reviewed, changed, and augmented based on planned discussions between SC-65 and SC-62. Until these discussions are held, this version acts as a placeholder in the IM Strategic Plan.

Capability	Description
Enable program review of FTE amounts	Provide for program office review of FTE amounts and record recommended FTE amounts or changes.
Prepare FTE justifications	Enter justification narrative associated with FTE amounts.
Record control figures	Record FTE allocations and budget appropriations, apportionments, and different levels of control amounts within specific program areas (including cross cuts) that represent DOE, SC, and program office guidance.
Record final FTE decisions	Enable review of funding amounts by SC management and financial management personnel. Record final decisions on FTE amounts.
Record FTE information	Record FTE information by fiscal year, B&R code, program area, and organization unit.
Budget formulation and execution	Enable Budget Execution and Budget Formulation functions for program direction activities.

Prerequisites

- Execution Work Management Package 1.2
- Execution Work Management Package 2.0.
- Budget Execution Package 1.0

Dependents

- None

Related Business Activities

- Collect Budget Input
- Determine Funding Targets
- Justify Funding Distributions
- Prepare Budget Request

Post 5-Year Plan IM Projects – Corporate System Development

Reference Package

Version 1.1

Description

Supports all SC HQ business activities by maintaining guidance and regulatory information.

Capability	Description
Issue Program / Reissue Office Guidance	Issue Program/Reissue Office Guidance used to guide the formulation of the Program Office budget.
Link programmatic / financial guidance	Enable linking of guidance information to previous guidance's and/or similar guidance.
Add / Edit a Sub Work Element	Provides the capability to enter base information related to a sub work element.
Link guidance items	Provides capability that allows one guidance item to refer to another and to access the referenced item.
Record guidance profile	Record profile information which identifies the type of guidance, the author, authorizing information, document identifiers, and the location of the guidance, if external to SC.
Search guidance	Enable search for internal guidance based on topics and words contained within the guidance items. Includes search of external guidance available on the WEB and other media. Add / edit a sub work element. Provide the capability to enter base information related to a sub work element.

Prerequisites

- None

Dependents

- Budget Execution Package 1.0
- Human Resources Package 1.0
- Human Resources Package 2.0
- Management Package 1.0
- Management Package 2.0
- Management Package 3.0
- Management Package 4.0
- Reference Package 2.0
- Support Services Package 10
- Support Services Package 1.1
- Support Services Package 2.0
- Support Services Package 3.0

Related Business Activities

- Supports all business activities.

Associated Legacy Systems

- DOE-ADDS – Automated Departmental Directives System

Post 5-Year Plan IM Projects – Corporate System Development

Reference Package

Version 2.0

Description

Supports all SC HQ business activities by providing for the maintenance of additional reference information as needed (see examples below).

Capability	Description
This package version will provide for the storage and maintenance of other data storage within the IMSC data store. These fields may be sparsely populated, or recorded only where available. These fields will also be used as reference in other locations within IMSC where applicable. Some examples of these fields are described below:	
Categorize expertise information	Maintain code structure for classifying expertise. Provide a thesaurus of subject matter expertise areas to facilitate use of expertise information.
Classify facilities	Maintain a coding structure for classifying facilities.
Define a skill	Record characteristics derived from facts and statistics on previous work, educational background, professional affiliations, and publications produced that combined determine the qualification of a person to perform an SC activity.
Indicate position status	Maintain information about the status of each position. Status indicators include open, filled, etc.
Maintain person expertise information	Link person to expertise. Provide multiple view paths such as by subject matter area, education, previous participation on SC committee, etc.
Record position information	Maintain information on SC's positions. Information includes: type of position, organization unit indicator, title, duties, responsibilities, KSA indicators, etc.
Record research facility information	Maintain basic information on research facilities: related program area or project, physical attributes such as area, security, dates (e.g. date constructed, retired, etc). Indicate facility status.

Prerequisites

- Reference Package 1.1

Associated Legacy Applications

- DOE-FIMS – Facilities Information Management System

Dependents

- Budget Execution Package 1.0
- Human Resources Package 1.0
- Human Resources Package 2.0
- Management Package 1.0
- Management Package 2.0
- Management Package 3.0
- Management Package 4.0
- Reference Package 2.0
- Support Services Package 1.0
- Support Services Package 1.1
- Support Services Package 2.0
- Support Services Package 3.0

Related Business Activities

- Supports all business activities.

Post 5-Year Plan IM Projects – Corporate System Development

Support Services Package

Version 2.0

Description

Supports SC HQ support service responsibilities by providing for the storage and retrieval of documents and by recording contact information.

Capability	Description
Establish profile information	Record profile information such as unique document identifier, medium, location, author, security indicator, and version.
Record contact content information	Record information on the subject and results (i.e. action items) of the contact. Relate the subject and results to a work activity.
Record contact information	Record information about the person or institution contacted: name, position, etc. and reason for contact (i.e. work identifier indicating contact work activity).
Record RIDS actions	Record information related to times that RIDS actions were taken (record/document entered into inventory, sent to storage location or destroyed). Prepare departmental RIDS reports.
Retrieve document.	Retrieve document in a view that is specified by the user. Support for multiple formats: word processing, various image formats, electronic forms, spreadsheet, voice, video, etc.
Store document	Store each type of document. Support for multiple formats: word processing, various image formats, electronic forms, spreadsheet, project management software, voice, video, etc.

Prerequisites

- Support Services Package 1.0
- Support Services Package 1.1
- Reference Package 1.1
- Reference Package 2.0
- Management Package 1.0

Dependents

- Support Services Package 3.0
- Human Resources Package 1.0
- Human Resources Package 2.0
- Management Package 2.0
- Management Package 3.0
- Management Package 4.0

Related Business Activities

- Manage Document Preparation and Distribution
- Manage Records
- Log Communications

Associated Legacy Applications

- DOCLOG – Document Logging System
- DOE-ESDOCS – Executive Secretary Document Online Coordination System

Post 5-Year Plan IM Projects – Corporate System Development

Support Services Package

Version 3.0

Description

Supports SC HQ support service responsibilities by managing office equipment, tracking work assignments, and managing meeting resources and logistics.

Capability	Description
Capture resource status	Capture resource status (e.g., in service, unavailable) information.
Capture usage information	Capture usage information (e.g., time, user) for each resource.
Communicate employee work and event schedule	Transmit work and event schedule to employee.
Record assigned employee	Maintain information on the employee assigned to the task: name, position, SC organization, etc.
Record assignment	Record information (person, office number, etc.) on the assignment of a piece of equipment to a person or organizational unit. Maintain assignment information (e.g. update as a result of a move).
Record description of equipment	Record the physical description of SC owned equipment. Provide a unique identifier for each piece of equipment.
Record inventory actions	Collect information on actions (e.g. entry into SC inventory, disposal, return to central warehouse, sent for repair, etc.) taken related to a piece of equipment or other asset.
Record resource description	Maintain description of the meeting resources: meeting rooms (e.g., layout), equipment (PC installed, projector, LAN connections, etc.), and communications (telephone, video conference, speaker phones, etc.).
Record times	Record times including task schedule (begin and ending dates, milestone dates) and any changes to task schedule.
Record work status information	Maintain standard work status conditions. Issue tickler to alert supervisor and employee as to status and upcoming events.
Records assigned tasks	Maintain information on each assigned task: task name, task description, end result, originating organization/person, etc.
Service information requests	Record requests for meeting logistics information (description, location, availability, etc.). Match against resource records to determine availability of resource. Record request disposition (e.g., approved, canceled, etc.).
View inventory	Create multiple views for inventory information (e.g. facility, person, type of equipment).
View scheduled work	View employee(s) schedule and task. This capability includes cross cut by employee or task, summary by organizational unit or task, task status, etc.
Record materials exchange data	Track information regarding excess materials that are available or are needed within DOE.

Prerequisites

- Support Services Package 1.0
- Support Services Package 1.1
- Support Services Package 2.0

Post 5-Year Plan IM Projects – Corporate System Development

Dependents

- None

Related Business Activities

- Arrange Meeting Logistics
- Program Work
- Manage HQ Facilities and Office Equipment

Associated Legacy Applications

- DOE-FTMS – Foreign Travel Management System
- DOE-PAMS – Property Accounting and Management System
- INVEN – Computer Inventory System
- Materials Exchange – The Materials Exchange System
- SC55MILESTONEDB – Confinement Systems Budget & Milestone Database
- SCCAL – SC Calendar System

Post 5-Year Plan IM Projects – Corporate System Development

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Post 5-Year Plan IM Projects – Legacy System Enhancement/Replacements

The following projects replace or enhance legacy systems because they have a high risk of downtime, increased maintenance costs, or failure. They were not given highest priority by the ESC and are therefore planned for FY 2008 and beyond.

Lab Appraisal System (LAS)

Enhances or replaces LAS, which is used to automate annual appraisals of all laboratories that perform research by SC.

Research Information Management System (RIMS)

Enhances or replaces RIMS, which supports the Office of Biological and Environmental Research (SC-70) by providing a database of information on all SC-70 research projects. RIMS allows universities and laboratories to electronically enter abstract information via the Internet, and works with the Industry Interactive Procurement System (IIPS) to allow the program office to track project information for labs and grants, including selection statements, abstracts, and progress reports.

Post 5-Year Plan IM Projects – Legacy System Enhancement/Replacements

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Post 5-Year Plan IM Projects – AD/OD Projects

The following IM projects resulted from SC-65 interviews with Associate Directors/Office Directors (AD/ODs).

Enhanced Electronic Communication Tools

Provides enhanced electronic communications tools (e.g. an interactive web, video streaming, etc.) that will enable electronic information to be targeted to key SC constituents (e.g. members of Congress, universities, etc.).

Science and Technology Search Capability

Provides the ability to seamlessly search and understand what is happening in the science and technology world via a hot news flash capability that can be tailored by the individual to periodically search the web for relevant new information and post it on his/her workstation.

Electronic Access to Institutional Plan Data

Provides full electronic access to institutional plan data (i.e. science and technology workforce information, university grants and fellowships information, information on graduates in science and technology coming out of universities, diversity information, etc. with a sophisticated search capability.

Work for Others System

Provides an automated system supporting the Work for Others program (the data for which is currently being maintained by SC-7 in a spreadsheet).

Laptop Wireless Capability

Provides an upgrade to the laptops in the loaner pool that enables wireless connectivity.

Videoconference Room Upgrade

Adds an overhead LCD projector in each of the five videoconference rooms (H207, G258, G436, E243, 7B058).

SC Electronic Mail Address Augmentation

Augments the Outlook Exchange address list that will be all-inclusive of SC field and HQ organizations (with the added capability to then create personalized mailing lists).

*Budget Support

Provides automation in support of the planning and development of the budget that results in its preparation and presentation being done as efficiently as possible. This especially supports the SC Financial Management Division that must pull the entire budget development together for the Office of Science.

Electronic Budgeting, Strategic Planning, and Metrics

Provides standard management tools supporting the SC budget, strategic planning, and metrics processes electronically.

*Program Direction Funds Tracking System

Provides an automated system that assists each SC HQ program organization in managing their allocation of program direction funds effectively.

Action Tracking System

Provides an electronic system to track all action items.

Post 5-Year Plan IM Projects – AD/OD Projects

*Grants and FWPs Support

Provides automation in support of the grants and field work proposal (FWP) process that results in procurements being done more efficiently and funding being provided to scientists more quickly. (Ensures that whatever funding is made available to us is made available to the successful PI's as quickly and as efficiently as possible.)

Web-Based Solution

Provides a web-based solution that enables access to all IM services available to SC HQ through a secure intranet.

CFO Laboratory Directed Research & Development System Change

Provides a change to the CFO Laboratory Directed Research & Development (LDRD) system currently in development that would enable the laboratories to upload their data into the system instead of having to re-key their data.

*Pull-Up SC Budget

Provides a query and reporting system that enables the user to quickly pull up comprehensive information on the SC budget (past, present, and future).

* These projects are covered or partially covered under other projects planned during FY 2003 - 2007.

Post 5-Year Plan IM Projects – SC-65 Projects

The following projects are recommended by SC-65 to improve IM support.

Network Baselining and Inventory Control Tool

Improves user services and reduces costs through improved management of system components. Provides early warning of problems, identification of bottlenecks, and automated monitoring of system performance against baseline and service level agreements.

Load Testing Tool

Identifies performance and capacity issues in products and applications before they are rolled out to the users.

Requirements Management Tool

Helps applications better meet user expectations by providing a tool to capture, track, and manage requirements from start to finish for all development projects.

Microsoft Corporate Update

Reduces the time and work needed to provide users with updates to their desktops. Allows SC-65 to centrally maintain a standard set of updates for workstations and/or servers.

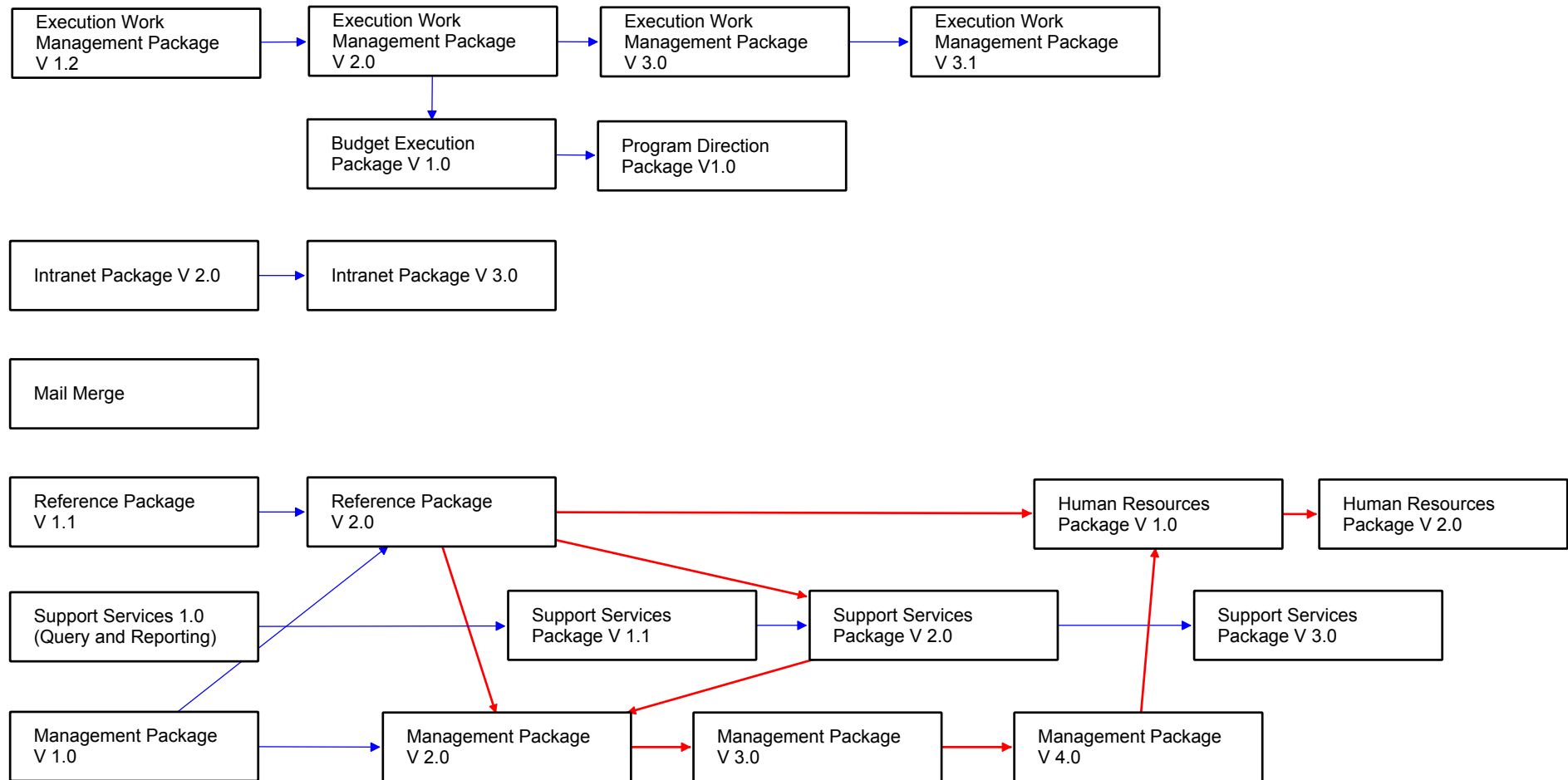
Offline/Near-line Storage

Provides users with the ability to access archived e-mails and other data on demand at lower cost.

Post 5-Year Plan IM Projects – SC-65 Projects

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Corporate Systems Development Dependencies



Legacy System to New Application Relationships

As each new application within the Corporate System Development category is delivered, the potential exists for existing legacy systems to be retired, replaced, or modified. The following table identifies this relationship. Those new applications planned for delivery during FY 2003 – FY 2007 are labeled with an asterisk. No associated legacy system will be retired, replaced, or modified without the approval of the customer. However, certain at-risk legacy systems may need to be replaced or modified prior to the planned delivery of the new applications. As a result of the Executive Steering Committee IM prioritization, the following at-risk legacy systems are planned for replacement or modification during FY 2003 – FY 2007: FMIS, SBIR, STTR, SC-PATS, and IPA.

Legacy System	Legacy System Long Name	New Application
ACTION	Action Tracker for ER-621	Support Services Package V 1.0*
DOCLOG	Document Logging System	Support Services Package V 2.0
DOE-ADDS	Automated Departmental Directives System	Reference Package V 1.1
DOE-CHRIS	Corporate Human Resources Information System	Human Resources Package V 2.0
DOE-DISCAS	Departmental Integrated Standardized Core Accounting System	Management Package V 3.0
DOE-EDI	Electronic Data Interchange (EDI) Research Grant Proposal Project	Intranet Package V 3.0
DOE-EIS	Executive Information System	Intranet Package V 3.0
DOE-ES&HMP	Environmental Safety and Health (ES&H) Management & Infrastructure Plan	Budget Execution Package V 1.0*
DOE-ESDOCS	Executive Secretary Document Online Coordination System	Support Services Package V 2.0
DOE-ESS	DOE Employee Self Service	Intranet Package V 2.0
DOE-ETA	Energy Time and Attendance System	Human Resources Package V 2.0
DOE-FDS	Funds Distribution System	Budget Execution Package V 1.0*
DOE-FIMS	Facilities Information Management System	Reference Package V 2.0
DOE-FINWAREHOUSE	Financial Data Warehouse	Budget Execution Package V 1.0*
DOE-FTMS	Foreign Travel Management System	Support Services Package V 3.0
DOE-GISAFI	Government Information System Automated Field Input	Intranet Package V 3.0
DOE-HELPDESK	APPLIX Enterprise (Helpdesk)	Intranet Package V 2.0
DOE-IMAP	Information Management Activity Planning 1997	Intranet Package V 3.0
DOE-INFO	DOE INFO	Human Resources Package V 2.0
DOE-MARS	Management Analysis Reporting System	Intranet Package V 3.0
DOE-ONLINE LOCATOR	Callup	Intranet Package V 2.0
DOE-OPENINFO	OpenInfo	Intranet Package V 2.0
DOE-PAMS	Property Accounting and Management System	Support Services Package V 3.0

Legacy System to New Application Relationships

Legacy System	Legacy System Long Name	New Application
DOE-PAYPERS	Payroll/Personnel System	Human Resources Package V 2.0
DOE-PAYS	Payroll	Human Resources Package V 2.0
DOE-POPLIST	DOE Phone List (POPLIST)	Intranet Package V 2.0
DOE-R&D	DOE Research and Development (R&D) Tracking Database	Intranet Package V 3.0
EPIC	Energy Pollution Prevention Info Clearinghouse	Management Package V 4.0
ERA	Electronic Research Administration	Execution Work Management Package V 1.2*
FMIS	Financial Management Information System	Budget Execution Package V 1.0*
INVEN	Computer Inventory System	Support Services Package V 3.0
IPA	Interagency Personnel Act (IPA) Funding System	Human Resources Package V 2.0
KEYWORD	Keyword System	Support Services Package V 1.0*
LABELS	Label System	Execution Work Management Package V 3.0*
LAS	SC Laboratory Appraisal System	Execution Work Management Package V 2.0*
Materials Exchange	The Materials Exchange System	Support Services Package V 3.0
PHONE-SC	SC Phone Listing	Intranet Package V 2.0
RIMS	Research Information Management System	Execution Work Management 2.0
ROUTSLIP	Routing Cover Memo	Support Services Package V 1.0*
SAM	System for Action Management	Support Services Package V 1.0*
SBIR	Small Business Innovation Research System	Execution Work Management Package V 1.2*
SBIRMAIL	SBIR Mailing List	Execution Work Management Package V 3.0*
SC131GRANT	2001GRANTS.XLS	Execution Work Management Package V 1.2*
SC142GRANT	SC-142 Geosciences Database Grants and Budget System	Execution Work Management Package V 1.2*
SC14ALDBBUDGET	Chemical Sciences Dbase Budget	Execution Work Management Package V 1.2*
SC222HEPBUDGET	High Energy Physics Budget History	Budget Execution Package V 1.0*
SC222RWBUDGET	HEPBUD	Budget Execution Package V 1.0*
SC222RW BUDGETPLN	Budget Spreadsheet for High Energy Physics	Budget Execution Package V 1.0*
SC224HEPWAT	HEP Wash. Admin. Technology R&D Subprogam Plan 1997	Budget Execution Package V 1.0*
SC22CASRPT	Contract Action Status Report	Execution Work Management Package V 1.2*

Legacy System to New Application Relationships

Legacy System	Legacy System Long Name	New Application
SC22CongRepForm	Congressional Report Form	Execution Work Management Package V 3.0*
SC22PRDIST	SC 22 Physics Research Distribution	Execution Work Management Package V 1.2*
SC22UCIP	University Contract Information Program (UCIP)	Execution Work Management Package V 1.2*
SC22UPROG\$	SC-222 University Program Funding	Budget Execution Package V 1.0*
SC31AMISCFORM	ER31\BUDGET\MICS\AMICFORM	Budget Execution Package V 1.0*
SC32LTRBUDGET	Laboratory Technology Research (LTR) Program Project	Budget Execution Package V 1.0*
SC52BUDGET	SC-52 Budget System	Budget Execution Package V 1.0*
SC55BUDGET	Fusion Budget Summary	Budget Execution Package V 1.0*
SC55HOMEPG	Office of Fusion Energy Science	Intranet Package V 2.0
SC55MILESTONEDB	Confinement Systems Budget & Milestone Database	Support Services Package V 3.0
SC63BUDGET	SC-63 Budget Spreadsheets	Budget Execution Package V 1.0*
SC70BUDGET	BER Budget Spreadsheet	Budget Execution Package V 1.0*
SC70CONTACT	Contact Database	Intranet Package V 2.0
SC72CORE	CORE.XLS	Budget Execution Package V 1.0*
SC72HSRD	Human Subjects Research Database	Intranet Package V 2.0
SC74ESDBUDGET	Environment Sciences Division (ESD) Budget Tables	Budget Execution Package V 1.0*
SC74GCDB	Grants and Contracts Database	Execution Work Management Package V 1.2*
SC74HPAL	ESD Contact Management	Intranet Package V 2.0
SC8CONTRACT	SC-8 Contractor Expenditure Tracking System	Budget Execution Package V 1.0*
SCCAL	SC Calendar System	Support Services Package V 3.0
SC-PATS	SC Personnel Action Tracking System	Human Resources Package V 2.0
STTR	Small Business Technology Transfer System	Execution Work Management Package V 1.2*
VMS	Visuals Management System	Management Package V 4.0

Legacy System to New Application Relationships

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